CHAPTER 4 - MILSTRIP - SECTION 1

A. GENERAL MILSTRIP INFORMATION

NOTE: Freezes prevent MILSTRIP from selecting an item. Only freeze code 9 (FMS) X is allowed (see Chapter 5 for further freeze information). All other items are held by tagging.

1. The MILSTRIP system is used by DoD customers to obtain materiel from a Central/Satellite DRMO. DAISY is used at the Central/Satellite DRMO level for the following MILSTRIP activities:

   - Post shipments for walk-in customers.
   - Record FMS shipments.
   - Post and confirm to customer the shipments of both usable property and scrap.
   - Record materiel released for transportation and manifest return dates.
   - Adjust or deny the original requisition and confirm the action to the customer.
   - Generate a list of requisitions requiring action.
   - Replace a lost 1348-1A/2.

2. Letters of Authority. The method of authentication for walk-ins is determined by the ASOs (letter, signature, date stamp, etc.). Do not issue property without an authorization letter for the DoDAAC on file or if the requisition (DD Form 1348-1A/2) has not been signed. Central/Satellite DRMOs will:

   a. Establish a file of letters of authority. These letters on unit letterhead must identify ASO's:

      - DoD activity address code (DoDAAC).
      - Telephone number.
      - Typed name and signature.
      - Any individuals authorized to authenticate on behalf of ASO.

   b. Verify that the authorization letters contain the required information.

   c. Accept DoD employee/military ID for identification purposes.

   3. If Property is Reimbursable: Negotiations between the Requisitioner and the Turn-In Activity is preferred, however, if the Turn-In Activity desires the Central DRMO Store to handle the Funds, treat reimbursable property similar to a sale. Any monies to be collected must be handled by the designated cashier, who will deposit it in the designated account. Checks will be payable to the Treasury of the United States and not to the non-appropriated activity that is to be reimbursed (see Chapter 8, paragraph E for additional guidance).

B. PROCESSING MROs.

(See Chapter 2, for availability of similar items, if requested items are not available.)

1. Automated

   a. Receive and print from DAISY DRMO reports, A5_, MRO (see DD Form 1348-1A sample at Supplement 4).

   b. Date stamp.

   c. Pull last copy of MRO and file in MILSTRIP requisition suspense file by priority.

   d. Verify availability of property by UMMIPS priority chart below.

Workdays to

Priority	Availability	Transportation/Mail
1-3	1 day	1
4-8	1 day	2
9-15	1 day	8
None Listed (use 15)		

If (then):

- Item is not available continue processing.
- Past EFS see Chapter 8, paragraph F.
- Available (Most automated MROs involve shipments, not walk-ins. Most pickups are for walk-ins):
  - Tell the customer property is ready for pickup.
  - Inform customer property must be picked up within 14 days, or until the end of the Final Removal Period, whichever is first.
  - Arrange a pickup time.

If property is:

- Reimbursable (see Chapter 8, paragraph E.)
- Hazardous (see DRMS-I 4160.14, Volume II, Chapter 7).
- Not picked up within 14 days, offer to the next customer who tagged the property and issue if a requisition has been received.
- Not issued, it continues through remaining screening time.

If property is to be shipped, prepare additional copies of the shipping document.

NOTE: Commercial shipments moved under GBL require a completed DRMS Form 1836, (see Supplement 4 for a sample DRMS Form 1836). Commercial shipments moved by other means (i.e., U.S. Mail/United Parcel Service) do not require a DRMS Form 1836. File DRMS Form 1836 and GBL copies under file **Number 640.70**, titled Outbound Bills of Lading." Files are to be maintained for 1 fiscal year.

To aid the Transportation Officer:

e. Provide required number of copies of shipping document to property management function.

f. Deliver/release the shipment to packing and crating activity and the TO.

g. Receive a receipt copy of shipping document/MRO signed and dated from property management function.

h. Pull suspense copy from the MILSTRIP Requisition Suspense file and match with signed copy. Discard suspense copy.

i. Input data.

j. When signed shipping document/MRO is received from the TO verifying shipment forward to the property accounting function for source document filing.

k. IF THE PROPERTY IS TO BE SHIPPED PARCEL POST: Notify host TMO COR of the number of mailing labels required.

l. Process paragraphs e through k above.

m. IF PROPERTY CANNOT BE ISSUED. (See paragraph F of Section 2, this chapter.)

NOTE: If property is not available, determine if similar items are available and, if feasible, contact the requisitioner to provide the information.

2. Procedures for Handling MILSTRIPs Denials between DRMS and the performing activity (PA)
    a. When the PA is unable to locate property for a requisition(s) the PA will return the requisition(s) to the COTR. The PA will prepare the DD Form 200, FLIPI through Block 12e and provide the form plus any supporting documentation to the COTR.
    b. COTR will provide the requisition(s)/FLIPI(s) to the DRMo residual staff for processing the MILSTRIP denial(s) and the FLIPI(s).

3. Procedures for Handling MILSTRIPS Issues bewteen drms and the performing activity (PA)

    a. MILSTRIPS will be printed off daily.
    b. MILSTRIPS will be reviewed by DRMO personnel to ensure it is cost effective to ship the requisitions. Property condition code and description should be checked to ensure good customer service. If condition is not accurate contact requisitioner to determine if property is still desired.
        i.   If so proceed with Step number 3.
        ii. DRMS Form 1836, Data Sheet for Approval/Disapproval of Transportation Costs should be completed and approved if necessary prior to providing the issue to the PA. If necessary the COTR may have to obtain information from the PA to complete the form.
        iii. If not cost effective DRMO personnel will notify the customer and request one of the following:
            a. Customer cancel the requisition
            b. Barter for the shipment costs, etc
            c. See Chapter 1, Paragraph D, this volume for detailed instructions. 10/22/02
    c. MILSTRIPS will be separated to identify the following:
        i.   DoD - For shipments
        ii. DoD - For Walk-ins
        iii. Transfers (In FEDSTRIPs order) - For Pickup
        iv. Donations (In FEDSTRIP order) - For Pickup

NOTE: All DoD requisitions including the Coast Guard MILSTRIPS should be checked for a POC and fund cite. If not on document, check the web at http/www.drms.dla.mil/drms/internal/Business/R_T_D/r_t_d.html to obtain a Coast Guard POC. Contact the POC; obtain the fund cite and annotate the document.

4. MILSTRIPS will be provided to the RCI Site Manager daily.

NOTE: COTRs may want to establish a receipt process and have RCI Site Managers sign for the MILSTRIPs documents received daily. Also, the RTD Specialist should maintain a "tickler" file of what MILSTRIPs are left pending and work through the COTR to monitored MILSTRIPS not shipped, i.e., property missing.   The below suspense system may be used:

- Print copy of the MILSTRIP listing from the Daisy special reports (1348-1A). On the listing stamp the date when you the COTR received the MILSTRIP and stamp or annotated the date the MILSTRIP was provided to RCI.

- Pull the MILSTRIPS from the Web site under MILSTRIP Reports and annotate the MILSTRIPS that it requires to be ship or hold for the customer to pickup and date it. Optional: make an extra copy of the MILSTRIPS   for the suspense but note there are times a MILSTRIP is provided and Daisy has not been updated to reflect the MILSTRIP. The PA may ship the item on the same day and will return to you the COTR stating Daisy is not showing the MILSTRIP on the item record history. Notify the performing activity to hold processing of the shipment until the next day, this will ensure the MILSTRIP has been posted in Daisy.

- Every week verify the MILSTRIPS in Daisy to ensure action was taken.

- Daily check MILSTRIP transaction in Daisy for any cancellation request. Print and forward to RCI to cancel the MILSTRIP shipment. The PA will notify the COTR if the MILSTRIP was cancel or stop or if the item was already ship. The COTR will update the MILSTRIP transaction data in Daisy.

- Also, a Material Screen Code Q report can be produced and check against the outstanding MILSTRIPS. This report will aid in identifying other inventory problems with records that were locked for other reasons beside MILSTRIPS actions.

  5. If the customer decides they do not want the property after requisitioning it then a "cancellation" should be processed by the customer and not a "denial" by the DRMO.

C. PROCESSING DoD WALK-IN REQUISITIONS AND LOCAL PICKUPS

  1. Receive, establish and maintain a file of letters of authority (on unit letterhead) submitted by the Military Services' ASO identifying:

- The DoDAAC of the ASO.
- The long line address of the ASO.
- Telephone number.
- If applicable, the full name, activity, DoDAAC, telephone number and address of individuals authorized to authenticate (for direct removal) on behalf of the ASO (see DRMS I 4160.14, Volume III, Supplement 4 for a sample DRMS Form 147).

  2. Verify that these letters contain the required information. If not, return to the ASO for correction.

  3. Greet customer and verify authority to receive property.

NOTES:

1. Identify DoD personnel as authorized representatives of a Military Service/Defense Agency by an employee/military personnel ID card issued by the DoD activity. Require DoD personnel to sign DRMS Form 147 listing their name, ID number or ID card number, the DoDAAC of their unit or in-the-clear address and activity represented.

2. Determine the method of authentication for walk-in requisitions by the respective ASOs in the letter provided. The method of authentication may be a signature, stamp, etc.

3. Do not issue property without an authorization letter for the DoDAAC on file. Also, do not issue if the ASO or the individual authorized to sign for the ASO has not authenticated the DD Form 1348-1A/2.

  4. Receive DD Forms 1348-1A/2 from customer or get it from customer pickup file.

  5. Validate requisition by reviewing the following fields:

- Valid requisition number (which must contain a DoDAAC listed in the current Department of Defense Activity Address Directory (DoDAAD), DoD 4000.25-6-D).
- Central/Satellite DRMO address.
- In-the-clear name designation of the requisitioning agency or the "Ship-To" address.
- NSN.
- Unit of issue - Quantity
- DTID number.
- Certification that property is being acquired for return to the legal owner if it is lost, abandoned or unclaimed property (see DoD 4160.21-M Chapter 4).
- Special processing required (i.e., hazardous property).

  6. Correct any deficiencies with customer on site.

  7. Determine the status of the item, as necessary.

  8. Process according to Chapter 8, paragraph E if property has passed screening.

9. If property is not available:

- Attempt to obtain like items to satisfy requirement through the internet or customer input of a stock-ID requisition.
- Ask customer if they wish to be placed on the want list.

10 Annotate requisition with display location.

11. Notify PMB that the customer is authorized to receive property.

12. Return acceptable documents to the customer and direct to **Error! Bookmark not defined.**out-loading point.

NOTES:

1. Warehousing personnel: Accomplish out-loading, return copies of the release documentation to the customer and direct that person to return to the property disposal office.

2. Hazardous property being out-loaded (see DRMS-I 4160.14, Volume II, Chapter 7,B.7).

13. Receive a copy of the release document from the customer signed by the recipient that has been noted by warehouse personnel to indicate quantity out-loaded.

14. Prepare release document.

- If customer is picking up DRMS-generated MRO, pull partially prepared ARO from file and annotate shipment information on the MRO.
- If customer walked in with MRO, prepare MRC.

15. Forward release document to the property accounting function for input of the ARO and source document filing.

CHAPTER 4 - SYSTEMS INPUT - SECTION 2

A. ADD TRANSPORTATION DATA (AE6w/HY)

Use this process to enter information about the transportation of an item requested from MILSTRIP and released for shipping by following the steps (See Supplement 4 for PCH&T information).

1. **Access the Central/Satellite DRMO MILSTRIP Transactions menu.**

2. **Access the Central/Satellite DRMO PCH&T MILSTRIP Transactions screen.**

```
Replace not stored          find

  udrp7110.005                    DAISY                        07/13/95
  func7003            DRMO PCH&T MILSTRIP TRANSACTIONS              08:54

    REQUISITION NUMBER  W45G1802350001    SUFFIX CODE       DIC AE6

    MEDIA/STATUS        O               STOCK-ID (NSN)      5935-00-417-2897
    UNIT OF ISSUE       EA              QUANTITY            9
    SUPPR ADDRESS                       SIGNAL CODE         D
    FUND CODE                           REIMBURSEMENT CD
    PROJECT CODE                        PRIORITY CODE       15
    FL/CAN/DLVY DATE                    SPLY/STAT/ADVC      BF
    ITM-UP                              DATE TRANS PROCSD   240
    MODE OF SHIP        2               PROCEEDS AMOUNT

    DATE TO PCH&T       242             TCN/GBL/DTID/SHP#   GR121314151617
    EST. SHIPPING DATE 0249             QUANTITY RELEASED   5


  REQUISITION NUMBER <RETURN>
   F1 -Prv Form F2 - Nxt Form F3 - Find        F5 - Fld Help F10-More Key
```

Figure 4-1. DRMO PCH&T MILSTRIP Transactions Screen

3. **Type the REQUISITION NUMBER.** (14 characters)
   If you do not have a Requisition number suffix to enter, go to Step 6.
   If you have a Requisition number suffix to enter, continue with Step 4.

4. **Press [Enter].**

5. **Type the SUFFIX.** (1 character)

6. **Press [F3].**
   DAISY displays the Document Identifier Code of AE6 and MILSTRIP A0A information in the center box.

7. **Type the TCN/GBL/DTID/SHP #.** (17 characters)
   - If you have a Transportation Control Number (TCN), Government Bill of Lading number (GBL), or a DTID number type it here, then press **[Enter].**
   - If you want to use the Requisition number in this field, press **[Enter].** The Requisition number is displayed.

8. **Type the DATE TO PCH&T.** (3 characters)
   Type the Julian date materiel was sent to Packing, Crating, Handling and Transportation.

9. **Type the EST. SHIPPING DATE.** (4 characters)
   Enter a 4 digit Julian date for the estimated date of shipping.

10. **Verify the QUANTITY RELEASED.** (5 characters)
    - The quantity released must match, or be less than, the quantity on the Materiel Release Order. DAISY displays the amount shown on the requisition.
    - If the quantity released matches the amount requisitioned, press **[Enter]** to skip this field.
    - If the quantity released does not match, type the quantity actually released and press **[Enter]**.

11. **Press [F9].**
    Adds this transaction to the DAISY system. The message "Transaction Added" is displayed on the message line.

B. GENERATE A NEW DD Form 1348-1A (AE6 w/BF).

Use this process to replace a lost or destroyed 1348-1A. (If the DD Form 1348-1A was received through DAISY Central/Satellite DRMO reports.)

1. **Access the Central/Satellite DRMO MILSTRIP Transactions menu.**

2. **Access the Central/Satellite DRMO MILSTRIP Generate New 1348 screen.**
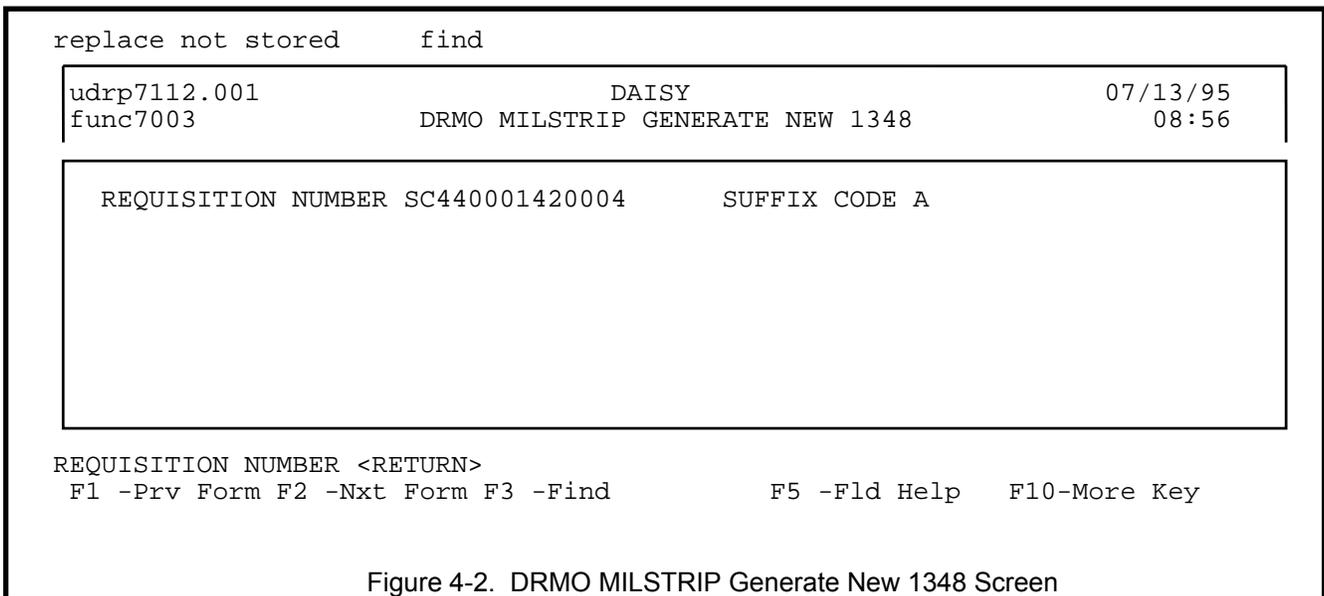
```
 replace not stored      find

 ┌─────────────────────────────────────────────────────────────────────────┐
 │ udrp7112.001                    DAISY                         07/13/95    │
 │ func7003                 DRMO MILSTRIP  GENERATE NEW 1348         08:56    │
 │                                                                           │
 │  ┌──────────────────────────────────────────────────────────────────┐    │
 │  │                                                                    │    │
 │  │   REQUISITION NUMBER SC440001420004      SUFFIX CODE A             │    │
 │  │                                                                    │    │
 │  │                                                                    │    │
 │  │                                                                    │    │
 │  │                                                                    │    │
 │  │                                                                    │    │
 │  └──────────────────────────────────────────────────────────────────┘    │
 │                                                                           │
 │ REQUISITION NUMBER <RETURN>                                               │
 │  F1 -Prv Form F2 -Nxt Form F3 -Find        F5 -Fld Help   F10-More Key    │
 └─────────────────────────────────────────────────────────────────────────┘
```

Figure 4-2. DRMO MILSTRIP Generate New 1348 Screen

3. **Type the REQUISITION NUMBER.** (14 characters)

- If you do not have a Requisition number suffix to enter, go to Step 6.
- If you have a Requisition number suffix to enter, continue with Step 4.

4. **Press [Enter].**

5. **Type the SUFFIX.** (1 character)

6. **Press [F9].**
   To print the new 1348-1A the next day, use the Access Reports process for Special Forms (also see Supplement 4 for printing MILSTRIP requisitions).

C. ADD REQUISITION.

Use this process to create a record of shipment confirmation (see Supplement 4 for sample format).

1. **Access the Central/Satellite DRMO MILSTRIP Transactions Menu.**

2. **Access the Central/Satellite DRMO MILSTRIP Materiel Release Confirmations screen.**

```
Replace not stored          find

 udrp7120.006                      DAISY                       07/13/95
 func7003          DRMO MILSTRIP MATERIAL RELEASE COFIRMATIONS       08:56

    REQUISITION NUMBER   FA20900198004

   MEDIA/STATUS                        STOCK-ID (NSN)        6780-12-143-7864
   UNIT OF ISSUE        EA             DTID NUMBER           ST1A0400127004
   SUPER ADDRESS                       HOLD/SIGNAL CD        D
   FUND CODE                           REIMBURSEMENT CD
   ACTION CODE                         ACCOUNTING CODE
   QUANTITY SHIPPED     00001          PORT OF EMBRKTN       ABC
   DATE SHIPPED                        TCN/GBL/DTID/SHP#     GK12756421789444
   MODE OF SHIP         2              PROCEEDS AMOUNT


   QTY AVAILABLE FOR SHIPMENT



 REQUISITION NUMBER <RETURN>
  F1 -Prv Form F2 - Nxt Form F3 - Find            F5 - Fld Help F10-More Key
```

Figure 4-3. Materiel Release Confirmation Screen

3. **Type the REQUISITION NUMBER.** (14 characters)

- If you do not have a Requisition number suffix to enter, go to Step 6.
- If you have a Requisition number suffix to enter, continue with Step 4.

4. **Press [Enter].**

5. **Type the SUFFIX.** (1 character)

6. **Press [F3].**
   DAISY displays the Document Identifier Code of AR0 and information from the A0A requisition in the remaining fields.

7. **Type the TCN/GBL/DTID/SHP #.** (17 characters)
   - If you have a Transportation Control Number (TCN), Government Bill of Lading number (GBL), or a DTID number type it here, then press **[Enter].**
   - If you want to use the Requisition number in this field, press **[Enter].** The Requisition number is displayed.

8. **Type the QUANTITY SHIPPED.** (5 characters)

9. **Type the PORT OF EMBRKTN.** (3 characters)
   Fill with Xs.

10. **Type the DATE SHIPPED.** (5 characters)

Use the Julian date shipment was made.

11. Type the MODE OF SHIP. (1 character)
Type the code for the mode of shipment. Use the Zoom feature [F20] to view available codes.

12. Press [F9].
The record of this shipment is added to DAISY. The QTY AVAILABLE FOR SHIPMENT field is reduced by the amount you entered in the QUANTITY SHIPPED field.

D. POST SHIPMENT OF USABLE PROPERTY (ARO WALK-IN).

To process requests and create a record for property released to and picked up by the customer or release property for a foreign military sale (FMS), follow the steps listed below (further FMS guidance is provided in Chapter 8, paragraph A).

1. **Access the Central/Satellite DRMO MILSTRIP Transactions Menu.**

2. **Access the Central/Satellite DRMO MILSTRIP Walk-In Shipments screen (Figure 4-4).**
    Pick the menu option called "Shipments-Post Post-Usable (AR0 Walk-in) to access this screen.

```
replace not stored      find

 udrp7130.006                     DAISY                        07/13/95
 func7003              DRMO MILSTRIP WALK-IN SHIPMENTS               08:56


      REQUISITION NUMBER   FA20900198004      SUFFIX CODE

                       DTID NUMBER   SX148300171004

   STOCK-ID (NSN)  5935-00-417-2897      UNIT OF ISSUE        EA
                                         QUANTITY AVAILABLE   5
   REIMBURSEMENT CODE                    MODE OF SHIPMENT

   ACTION CODE                           ACCOUNTING CODE      U
   SIGNAL CODE        D                  FUND CODE
   MEDIA/STATUS       0                  SUPPR ADDRESS
   PROCEEDS AMOUNT                       DATE SHIPPED         245


IF REQ HAS NO SUFFIX <F9 ADD/UPDATE>, OTHERWISE <RETURN>
F1 - Prv Form F2 -Nxt Form F3 -Find            F5 -Fld Help F10-More Key
```

Figure 4-4. DRMO MILSTRIP Walk-In Shipments Screen

3. Type the REQUISITION NUMBER. (14 characters)
- If you do not have a Requisition number suffix to enter, go to Step 6.
- If you have a Requisition number suffix to enter, continue with Step 4.

4. Press [Enter].

5. Type the SUFFIX. (1 character)

6. Press [F3].

7. Type the DTID NUMBER. (14 characters) **[Press enter]**
DAISY displays information relating to the DTID and specific Requisition number. Some fields display information to be verified or changed. Other fields are left blank for you to enter information. The cursor moves to the ACCOUNTING CODE field.

8. Type the ACCOUNTING CODE. (1 character)
An accounting code of **U** is the default code for this process.

9. Type the SUPPR ADDRESS code. (6 characters)
- If available, enter the code for the ary Address and press **[Enter].**
- If not available, press **[Enter].**

10. Type the MEDIA/STATUS code. (1 character)
Use Zoom [F20] to see available Media/Status codes.

11. Type the SIGNAL CODE. (1 character)
The signal code most frequently used is **D**, Use zoom [F20] to see other available Signal Codes.

12. Type the FUND CODE. (2 character)
- If available, type the code for the account to be charged.
- If not available, press **[Enter].**

13. Type the QUANTITY SHIPPED. (1-5 characters)

Use the amount of materiel the customer removed.

14. Type the DATE SHIPPED. (5 characters)
Use the Julian date the customer removed the materiel.

15. Type the PROCEEDS AMOUNT. (1 - 10 characters)
The cursor stops at the Proceeds Amount field when the item has a Reimbursement Code or the DoDAAC indicates a FMS.
- If the cursor stops at Proceeds Amount, enter the dollar amount of the proceeds.
- If the cursor does not stop at Proceeds Amount, continue with Step 16.

16. Press [F9]
DAISY updates the system with the information you entered.
- If the DTID number you entered is *not* hazardous waste, the record is complete.
- If the DTID number *is* hazardous waste, the DRMO MILSTRIP Transactions - Manifest Entry screen (Figure 4-5) is displayed.

Information available from the DTID and the Requisition displays. The cursor placement indicates information you must supply.

```
replace   not   stored       update       record      1 of       1

 udrp7135.003                         DAISY                          07/19/95
 func7003                  DRMO MILSTRIP WALK-IN SHIPMENTS                11:51

 REQUISITION NO                           SUFFIX
 ACTN/ACCT CD              /              DTID NO
 REIMBURSEMENT                            PROCEEDS
 QUANTITY SHIPPED                         DATE SHIPPED

  MANIFEST DOCUMENT NUMBER
  US EPA TRANSPORTER ID NO.
  ADDL US EPA TRANSPORTER ID NOS.
  TSDF STATE PERMIT NO.
  EPA HAZARDOUS WASTE NO.
  DESIGNATED FAC. US EPA ID NO.

  DESIGNATED FACILITY NAME
  ADDITIONAL DATA
  SPECIFIC LOCATION
  GENERAL LOCATION/ZIP CODES


 MANIFEST DOCUMENT NUMBER
 F1 - Prv Form F2 -Nxt Form F3 -Prv Rec  F4 -Nxt Rec  F5 -Fld Help F10-More Key
```

Figure 4-5. DRMO MILSTRIP Transactions - Manifest Entry Screen

17. Type the MANIFEST DOCUMENT NO. (17 characters)

18. Type the US EPA TRANSPORTER ID NO. (12 characters)
   Enter the identification number of the transporter of the hazardous property.

19. Type the ADDITIONAL EPA TRANSPORTER ID NOS. (12 characters)
   If additional transporters are identified on the manifest, list the identification numbers.
   If no additional transporters are indicated, press **[Enter]**.

20. Type the TSDF STATE PERMIT NO. (12 characters)
   Enter the identification number issued by the state indicating the facility handling the waste is properly
   licensed.

21. Type the EPA HAZARDOUS WASTE NO. (4 Characters)
   This code identifies the type of waste by applying EPA criteria.

22. Type the DESIGNATED FACILITY US EPA ID NUMBER. (12 characters)
   Enter the identification number of the facility permitted to handle the hazardous waste indicated on the
   manifest.
   - If DAISY completes the remaining four fields with information and displays the message "PRESS F9
     ADD/UPDATE", verify the information is correct and continue with **Step 23.**
   - If the Designated Facility US EPA ID Number is a new number, DAISY displays the message
     "MANIFEST DESIGNATED FACILITY US EPA ID NUMBER. TO ADD OR UPDATE, PRESS [F20]
     ZOOM." Press **[F20]** to display an additional information entry screen (Figure 4-6) for entering
     information about this facility number. Enter the following information.

```
 replace not stored      find

  ┌────────────────────────────────────────────────────┐
  │  DESIGNATED FAC. US EPA ID NO                        │
  │    DESIGNATED FACILITY NAME                          │
  │    ADDITIONAL DATA                                   │
  │    SPECIFIC LOCATION                                 │
  │    GENERAL LOCATION/ZIP CODES                        │
  │                                                      │
  │                                                      │
  │                                                      │
  │                                                      │
  │                                                      │
  │                                                      │
  │                                                      │
  │                                                      │
  │                                                      │
  │                                                      │
  │                                                      │
  └────────────────────────────────────────────────────┘
 MANIFEST DESIGNATED TSDF EPA ID NO (ADD ALL FIELDS, THEN USE <F9> TO UPDATE)
  F12-Expl Err F13-Clr-Find F14-Prv Set  F15-Nxt Set  F16-Frst Rec F10-More Key
```

Figure 4-6. Additional Information Screen - Manifest Entry Screen

DAISY displays the DESIGNATED FAC. US EPA ID NO you entered and the cursor at the beginning of the DESIGNATED FACILITY NAME field. You may only type information about the Designated Facility US EPA ID number displayed at the top of this screen. You cannot use this screen for more than one Designated Facility US EPA ID number. Complete the following steps to enter information.

Type information in the fields indicated below.

DESIGNATED FACILITY NAME (1 - 35 characters)

ADDITIONAL DATA (1 - 35 characters)
Facility address information.

SPECIFIC LOCATION (1 - 35 characters)
Facility address information.

GENERAL LOCATION/ZIP CODES (1 - 26 characters/5 - 9 characters)
City, state and ZIP code information.

To add the information you entered to DAISY and return to the DRMO MILSTRIP Transactions - Manifest Entry screen, press **[F9].**

23. **Press [F9].**
    DAISY adds the information you have entered for this requisition.

E. POST SHIPMENT OF SCRAP

To create a record of scrap property that has been released, follow the steps below.

1. **Access the Central/Satellite DRMO MILSTRIP Transactions menu.**

2. Access the Central/Satellite DRMO MILSTRIP Scrap Shipments screen.

```
 replace not stored      find

  udrp7140.005                      DAISY                        07/13/95
  func7003              DRMO MILSTRIP SCRAP SHIPMENTS                 08:57

          REQUISITION NUMBER  SC440001420004        SUFFIX CODE

                      SCRAP IDENTIFIER ST1ALEKFBA

    SCRAP WEIGHT       420              REIMBURSEMENT CODE
    MODE OF SHIPMENT

    ACTION CODE        U               ACCOUNTING CODE
    MEDIA/STATUS       O               SUPPR ADDRESS
    SIGNAL CODE        D               FUND CODE
    WEIGHT SHIPPED     420             DATE SHIPPED       205



 REQUISITION NUMBER <RETURN>
  F1 - Prv Form F2 - Next Form F3 -Find              F5 -Fld Help F10-More Key
```

Figure 4-7. DRMO MILSTRIP Scrap Shipments Screen
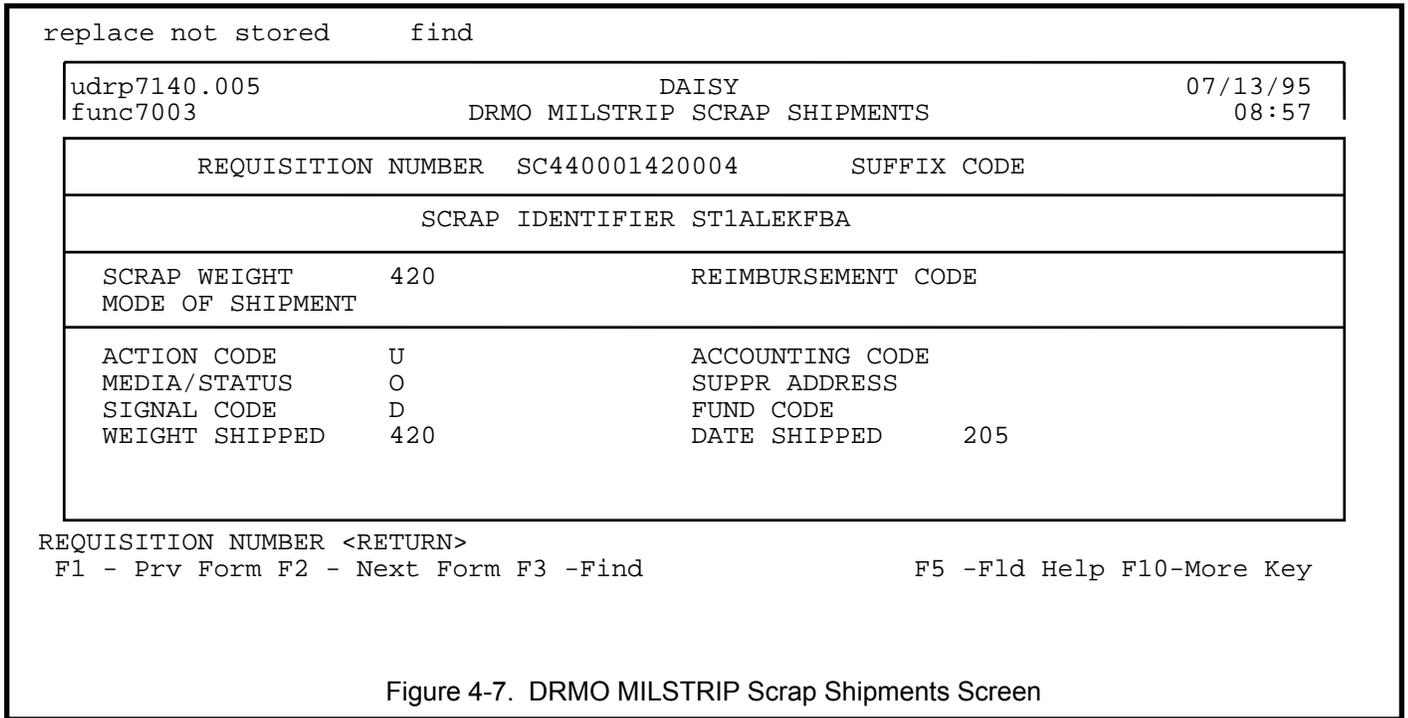
3. Type the REQUISITION NUMBER. (14 characters)
- If you do *not* have a Requisition number suffix to enter, go to Step 6.
- If you have a Requisition number suffix to enter, continue with Step 4.

4. Press [Enter].

5. Type the SUFFIX. (1 character)

6. Type the SCRAP IDENTIFIER number. (11 characters)
DAISY displays information relating to the Scrap Identifier and specific requisition number. Some fields display with information to be verified or changed. Other fields are left blank for you to enter information. The cursor moves to the ACTION CODE field.

7. Type the ACTION CODE. (1 character)
- If you want to use **U**, press **[Enter].**
- If not, type the code and press **[Enter].**

8. Type the MEDIA/STATUS code. (1 character)
Use Zoom [F20] to see available Media/Status codes.

9. Type the SUPPR ADDRESS code. (6 characters)
- If available, enter the code for the Supplementary Address and press **[Enter].**
- If not available, press **[Enter].**

10. Type the SIGNAL CODE. (1 character)
- If you want to use **D,** press **[Enter].**
- If not, type the code and press **[Enter].**

Use Zoom [F20] to see other available Signal Codes.

11. Type the FUND CODE. (2 character)
- If available, type the code for the account to be charged.
- If not available, press **[Enter].**

12. Type the WEIGHT SHIPPED. (1-5 characters)
Use the weight of the materiel.

13. Type the DATE SHIPPED. (5 characters)
Use the Julian date the customer removed the materiel.

14. Type the PROCEEDS AMOUNT. (1 - 10 characters)
If reimbursement is not required, the cursor skips this field.

15. Press [F9].
DAISY updates the system with the information you entered.
- If the Scrap Identifier you entered is *not* hazardous waste, the record is complete.
- If the Scrap Identifier *is* hazardous waste, the Central/Satellite DRMO MILSTRIP Scrap Shipments - Manifest Entry screen (Figure 4-8) is displayed.

Information available from the Scrap Identifier record and the Requisition is displayed. The cursor placement indicates information you must supply.

```
  replace not stored      update        record     1 of      1

   udrp7135.003                    DAISY                         07/10/95
   func7003             DRMO MILSTRIP SCRAP SHIPMENTS                11/51

     REQUISITION NO.                      SUFFIX
     ACTN/ACCT CD                         SCRAP NO
     REIMBURSEMENT                        PROCEEDS
     WEIGHT SHIPPED                       DATE SHIPPED

      MANIFEST DOCUMENT NUMBER
      US EPA TRANSPORTER ID NO.
      ADDL US EPA TRANSPORTER ID NOS.
      TSDF STATE PERMIT NO.
      EPA HAZARDOUS WASTE NO.
      DESIGNATED FAC. US EPA ID NO.

      DESIGNATED FACILITY NAME
      ADDITIONAL DATA
      SPECIFIC LOCATION
      GENERAL LOCATION/ZIP CODES

  MANIFEST DOCUMENT NUMBER
   F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec  F5 -Fld Help F10-More Key
```

Figure 4-8. DRMO MILSTRIP Scrap Shipments - Manifest Entry Screen

16. Type the MANIFEST DOCUMENT NO. (17 characters)

17. **Type the US EPA TRANSPORTER ID NO.** (12 characters)
    Enter the identification number of the transporter of the hazardous property.

18. **Type the ADDITIONAL EPA TRANSPORTER ID NOS.** (12 characters)
    If additional transporters are identified on the manifest, list the identification numbers.
    If no additional transporters are indicated, press **[Enter]**.

19. **Type the TSDF STATE PERMIT NO.** (12 characters)
    Enter the identification number issued by the state which indicates the facility handling the waste has
    been properly licensed.

20. **Type the EPA HAZARDOUS WASTE NO.** (4 Characters)
    This code identifies the type of waste by applying EPA criteria.

21. **Type the DESIGNATED FACILITY US EPA ID NUMBER.** (12 characters)
    Enter the identification number of the facility permitted to handle the hazardous waste indicated on the
    manifest.

    • If DAISY completes the remaining four fields with information and the message "PRESS F9
      ADD/UPDATE" is displayed on the message line, verify the information is correct and continue with
      Step 22.

```
 replace not stored      find


  ┌─────────────────────────────────────────────────────────────┐
  │ DESIGNATED FAC. US EPA ID NO.                                 │
  │  DESIGNATED FACILITY NAME                                     │
  │  ADDITIONAL DATA                                              │
  │  SPECIFIC LOCATION                                            │
  │  GENERAL LOCATION/ZIP CODES                                   │
  │                                                               │
  │                                                               │
  │                                                               │
  │                                                               │
  │                                                               │
  │                                                               │
  │                                                               │
  └─────────────────────────────────────────────────────────────┘

 MANIFEST DESIGNATED TSDF EPA ID NO (ADD AL FIELDS, THEN USE <F9> TO UPDATE)
   F12 -Expl Err F13-Clr-Find F4-Prv Set  F15-Nxt Set  F16-First Rec F10-More Key
```
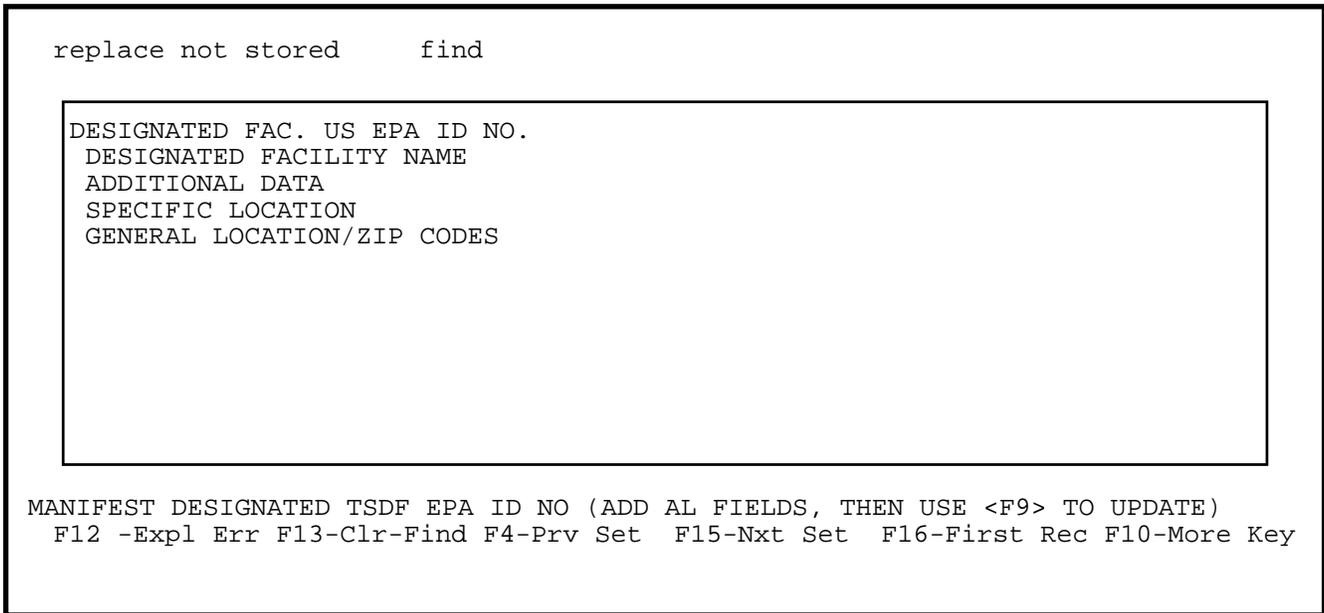
Figure 4-9. Additional Information Screen - Manifest Entry

The DESIGNATED FAC. US EPA ID NO you entered displays and the cursor displays at the beginning of the DESIGNATED FACILITY NAME field. You may only type information about the Designated Facility US EPA ID number displayed at the top of this screen. You *cannot* use this screen for more than one Designated Facility US EPA ID number. Type information in the fields as indicated below.

DESIGNATED FACILITY NAME (1 - 35 characters)

ADDITIONAL DATA (1 - 35 characters)
Facility address information.

SPECIFIC LOCATION (1 - 35 characters)
Facility address information.

GENERAL LOCATION/ZIP CODES (1 - 26 characters/5 - 9 characters)
City, state and ZIP code information.

To add the information you entered to DAISY and return to the Central/Satellte DRMO MILSTRIP Scrap Shipments - Manifest Entry screen, press **[F9].**

22. **Press [F9].**
     DAISY adds the information you have entered for the requisition.

F. MILSTRIP DENIAL

. Use the process to deny the release of all, or part, of the materiel requisitioned.

 1. Access the Central/Satellite DRMO MILSTRIP Transactions menu.

 2. Access the Central/Satellite DRMO MILSTRIP Denials screen.

```
 replace not stored        find

  udrp7150.005                      DAISY                      07/13/95
  func7003                   DRMO MILSTRIP DENIALS                  08:57

     REQUISITION NUMBER   SC440001420004      SUFFIX CODE    DIC  A6A

     MEDIA/STATUS       O            STOCK-ID (NSN)         5935-00-417-2897
     UNIT OF ISSUE      EA           QUANTITY               5
     SUPPR ADDRESS                   SIGNAL CODE            D
     FUND CODE                       DISTRIBUTION CODE
     PROJECT CODE                    PRIORITY CODE          15
     SUPPLY CONDITION   B2

     MANAGEMENT CODE    1            RQN QTY DENIED          5


  REQUISITION NUMBER <RETURN>
   f1  Prv Form F2  Nxt Form F3  Find           F5  Fld Help F10 More Key
```
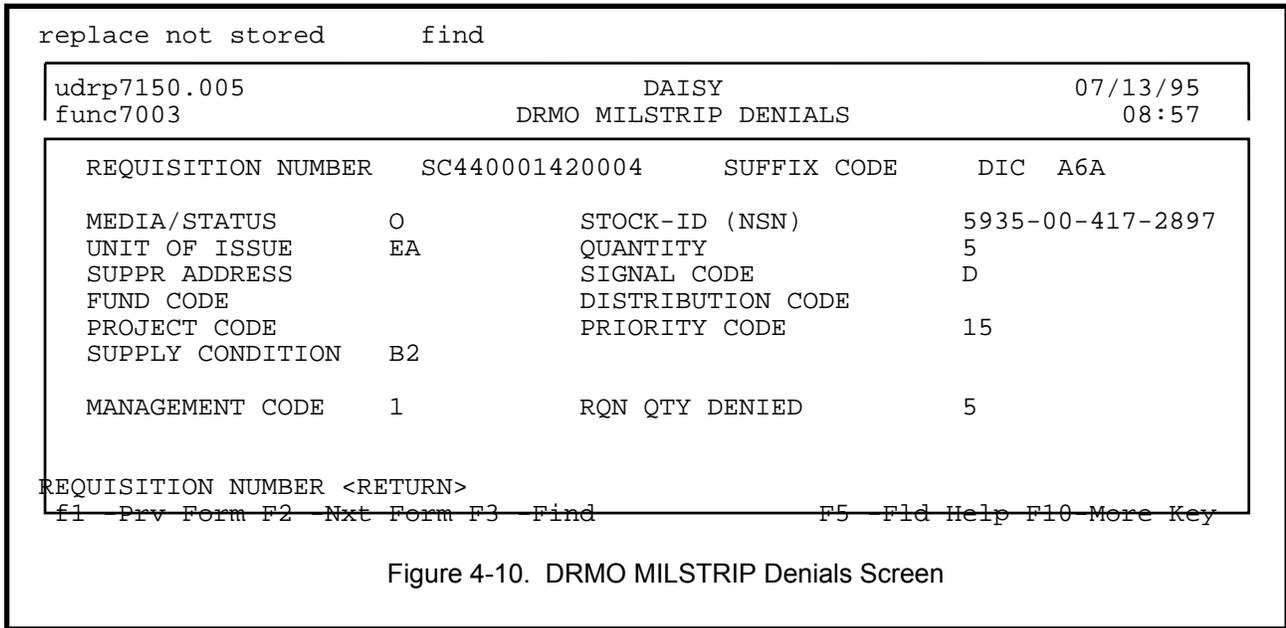
Figure 4-10. DRMO MILSTRIP Denials Screen

3. Type the REQUISITION NUMBER. (14 characters)

- If you do *not* have a Requisition number suffix to enter, go to Step 6.
- If you have a Requisition number suffix to enter, continue with Step 4.

4. Press [Enter].

5. Type the SUFFIX. (1 character)

6. Press [F3].
   DAISY displays the Document Identifier Code of A6A and MILSTRIP A0A information in the center box.

7. Type the MANAGEMENT CODE. (1 character)
   Use Zoom [F20] to see a list of management codes.

NOTE: Management codes 2-9 will restore the quantity denited to the quantity available. Only management code 1 does not restore the quantity.

8. Type the RQN QTY DENIED. (1 - 5 characters)
   DAISY displays the quantity shown on Materiel Release Order.
   - To deny the amount displayed, press **[Enter].**
   - To deny a lesser amount, type the quantity**.**
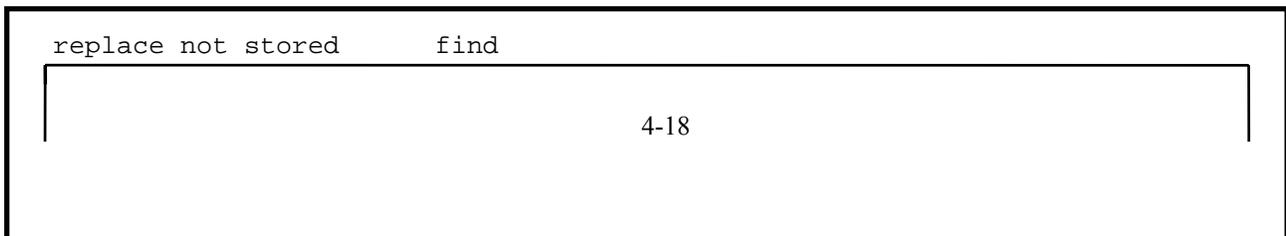
9. Press [F9].

G. MODIFY THE SUPPLY STATUS.
Use this process to acknowledge a request for change to a requisition. Only requisitions with a Document Identifier Code of AM or AC are acknowledged.

1. Access the DRMO MILSTRIP Transactions menu.

2. Access the DRMO MILSTRIP Supply Status screen.

```
 replace not stored        find



                              4-18

```

```
undrp7160.006                    DAISY                      07/13/95
func7003              DRMO MILSTRIP SUPPLY STATUS              08:57
 ┌──────────────────────────────────────────────────────────────────────┐
 │  REQUISITION NUMBER     SC440001420004      SUFFIX CODE       DIC      │
 │                                                                        │
 │    MEDIA/STATUS      O                STOCK-ID (NSN)   5935-00-417-2897 │
 │    UNIT OF ISSUE     EA               QUANTITY         5               │
 │    SUPPR ADDRESS                      SIGNAL CODE      D               │
 │    FUND CODE                          DISTRIBUTION CODE                │
 │    PROJECT CODE                       PRIORITY CODE    15              │
 │    FL/CAN/DLVY DATE                   SPLY/STAT/ADVC   BK              │
 │    ITEM UNIT PRICE                    DATE TRANS PROCSD 177            │
 │                                                                        │
 │                                                                        │
 │    STATUS CODE                                                         │
 │                                                                        │
 │                                                                        │
 │ REQUISITION NUMBER <RETURN>                                            │
 └──────────────────────────────────────────────────────────────────────┘
   F1 –Prv Form F2 –Nxt Form F3 –Prv Rec F4 –Nxt Rec F5 –Fld Help F10-More Key
```

Figure 4-11. DRMO MILSTRIP Supply Status Screen

3. Type the REQUISITION NUMBER. (14 characters)

- If you do *not* have a Requisition number suffix to enter, go to Step 6.
- If you have a Requisition number suffix to enter, continue with Step 4.

4. Press [Enter].

5. Type the SUFFIX. (1 character)

6. Press [F3].
    DAISY displays information about the changed requisition in the center of the screen. The cursor
    displays at the STATUS CODE field.

7. Type the STATUS CODE to acknowledge the change request. (2 characters)
    Use Zoom [F20] (or Supplement 4) to see a list of Status codes.

8. Press [F9].

9. Notify the requester if appropriate.

10.File any backup documentation in the appropriate file.

H. MODIFY, CANCEL OR FOLLOW-UP MILSTRIP TRANSACTION - DAILY.

When a customer notifies you through MILSTRIP that a requisition is modified or canceled, or requests a
    follow-up notification, use this process to acknowledge the request. Requisitions are presented in order by
    date, the oldest displayed first. Requisitions available here are also listed on the MILSTRIP Daily Worklist.
    After receipt of request to modify, cancel or follow-up:

1. Access the Central/Satellite DRMO MILSTRIP Transactions menu.

**2. Access the Central/Satellite DRMO MILSTRIP Transactions screen. (Menu selection reads
    "Respond to Daily transactions".)**

```
 ┌──────────────────────────────────────────────────────────────────────┐
 │ replace stored       update zoom      record     1 of    3 records founds │
 │  ┌───────────────────────────────────────────────────────────────────┐ │
 │  │ undrp7160.009                    DAISY                   07/13/95   │ │
 │  │ func7003              DRMO MILSTRIP TRANSACTIONS           08:57    │ │
 │  │  ┌─────────────────────────────────────────────────────────────┐   │ │
 │  │  │ REQUISITION NUMBER     SC440001420004     SUFFIX CODE   DIC  AF6 │ │
 │                                  4-19                                    │
 │  │  │                                                             │   │ │
 │  │  │                                                             │   │ │
```

```
     MEDIA/STATUS       O                STOCK-ID (NSN)    5935-00-417-2897
     UNIT OF ISSUE      EA               QUANTITY          5
     SUPPR ADDRESS                       SIGNAL CODE       D
     FUND CODE                           DISTRIBUTION CODE
     PROJECT CODE                        PRIORITY CODE     15
     FL/CAN/DLVY DATE                    SPLY/STAT/ADVC    BK
     ITM-UP             0.00             DATE TRANS PROCSD 177


     STATUS CODE        BK


 RESPONSE SUPPLY STATUS CODE.  ZOOM FOR VALID VALUES
  F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key
```

Figure 4-12. DRMO MILSTRIP Transactions Screen

3. **Press [F2] as many times as necessary to locate the requisition you want to acknowledge.**
   DAISY displays information about the oldest requisition requiring action in the center of the screen. The cursor displays at the STATUS CODE field.

4. **Type the STATUS CODE to acknowledge the change request.** (2 characters)
   Use Zoom [F20] to see a list of Status codes.

5. **Press [F9].**

6. **Pull any suspended documentation and annotate accordingly.**

7. **Notify requester as necessary.**

8. **File any backup documentation in appropriate file.**

9. **If items are in shipment when modification is requested and the modification will affect shipment (e.g. cancellation - stop the shipment if possible) notify the TO to see if modification is possible.**

I. ENTER MANIFEST RETURN DATE.

When a manifest is returned to the DRMO, the date of return is recorded in DAISY.

1. **Access the Central/Satellite DRMO MILSTRIP Transactions menu.**

2. **Access the Central/Satellite DRMO MILSTRIP Transactions - Manifest Date Entry screen.**

```
replace not stored      find

udrp7180.003                       DAISY                        07/13/95
func7003                  DRMO MILSTRIP TRANSACTION                   08:58

   MANIFEST DOCUMENT NUMBER              :
   MANIFEST RETURN DATE                  :

   TRANSFER ORDER NO.       :              TRANSFER ORDER LINE NO.  :
   REQUISITION NO.          :              REQUISITION NO. SUFFIX   :

   US EPA TRANSPORTER ID NO.             :
   ADDL US EPA TRANSPORTER ID NOS.       :
   TSDF STATE PERMIT NO.                 :
   EPA HAZARDOUS WASTE NO.               :
   DESIGNATED FAC. US EPA ID NO.         :

   DESIGNATED FACILITY NAME              :
   ADDITIONAL DATA                       :
   SPECIFIC LOCATION                     :
   GENERAL LOCATION/ZIP CODES            :


 ENTER MANIFEST DOCUMENT NUMBER; THEN FIND <F3>
```
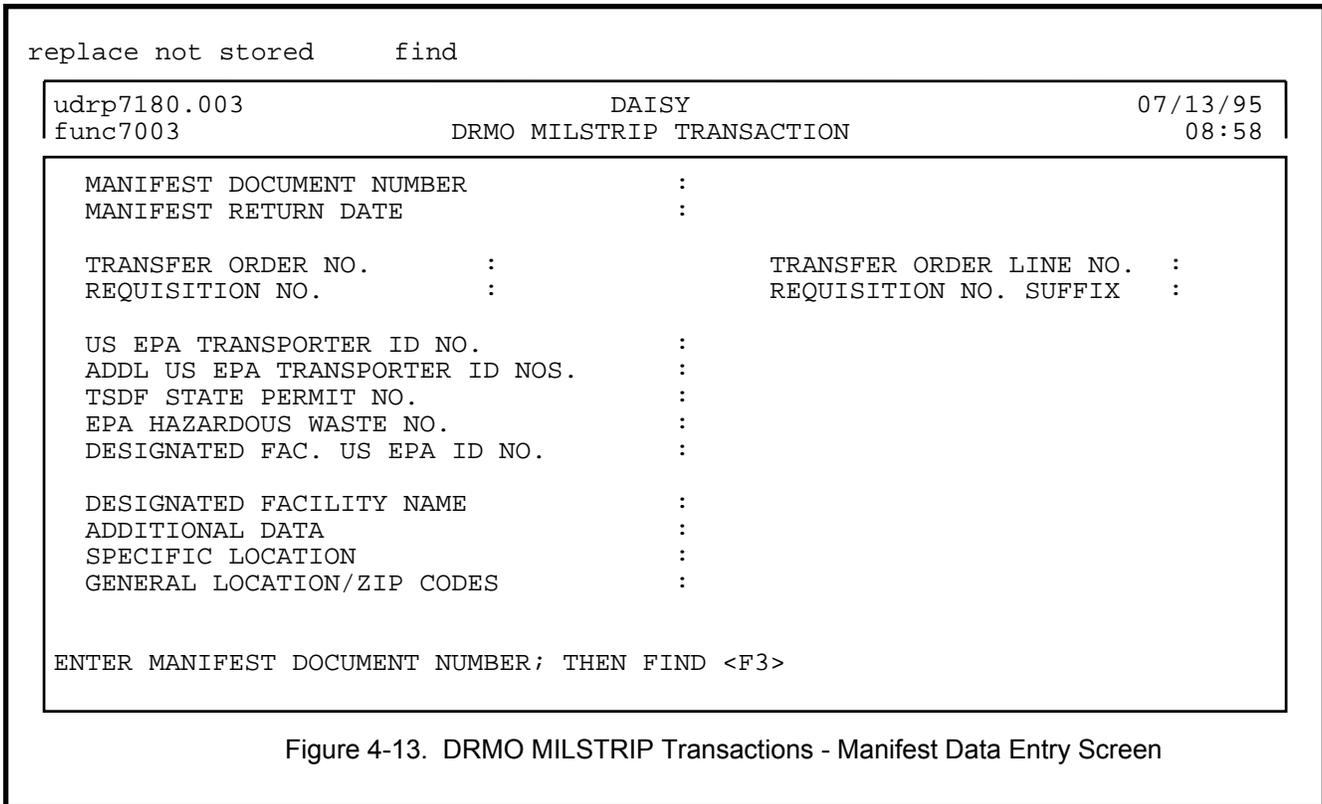
Figure 4-13. DRMO MILSTRIP Transactions - Manifest Data Entry Screen

3. **Type the MANIFEST DOCUMENT NUMBER.** (11 characters)

4. **Press [F3].**
   DAISY displays the information about the Manifest Document number.

5. **Type the MANIFEST RETURN DATE.** (6 characters)
   Enter the date the manifest was returned as MMDDYY.

6. **Press [F9].**

J. GENERATE MILSTRIP DAILY WORKLIST.

Use this process to display or print a list of requisitions that require a response.

1. **Access the Central/Satellite DRMO User on Daisy Main menu.**

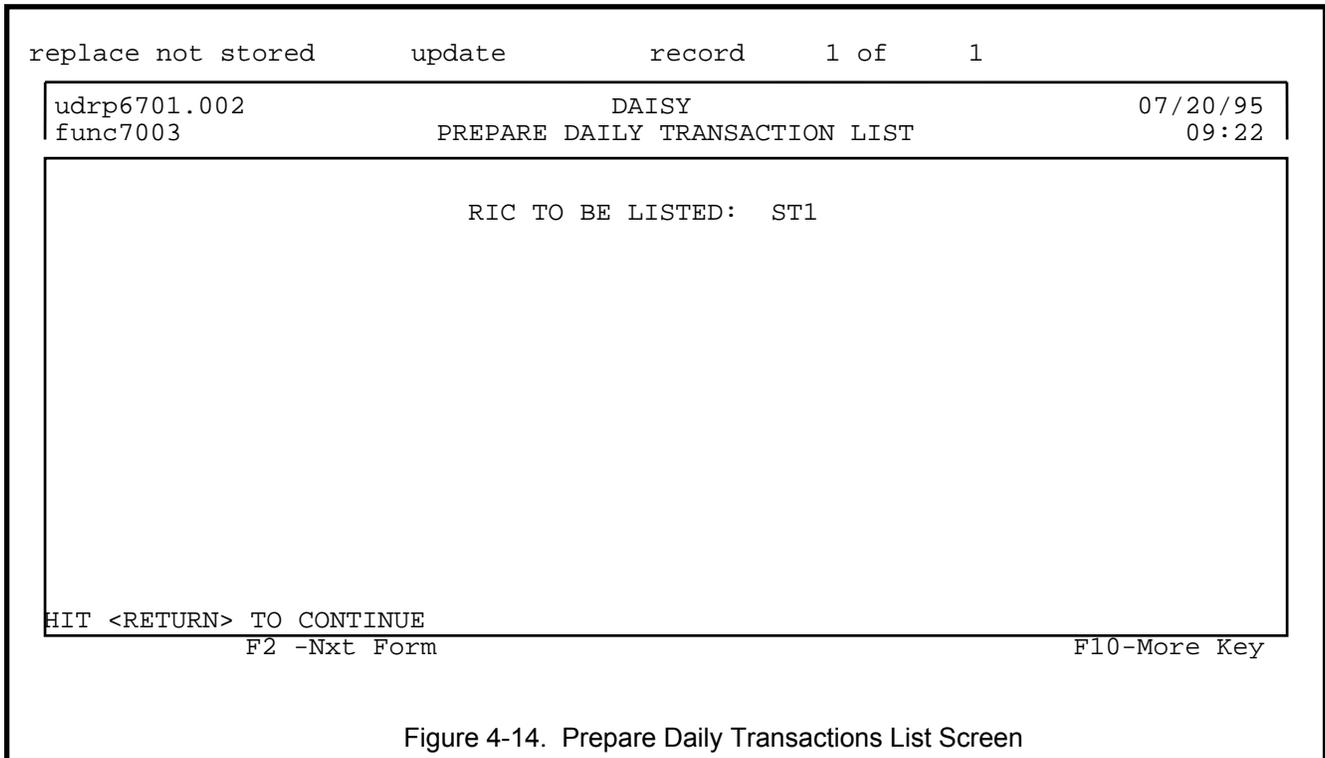2. **Access the Prepare Daily Transactions List screen.**

```
replace not stored       update           record     1 of      1

 udrp6701.002                        DAISY                       07/20/95
 func7003              PREPARE DAILY TRANSACTION LIST               09:22

                       RIC TO BE LISTED:   ST1













HIT <RETURN> TO CONTINUE
             F2 -Nxt Form                                  F10-More Key
```

Figure 4-14. Prepare Daily Transactions List Screen

DAISY displays the Prepare Daily Transaction List screen (Figure 4---14) with the message "PREPARING LIST. PLEASE WAIT..." while it is assembling the list of MILSTRIP items for acknowledgment. When the list is ready, DAISY displays a question (Figure 4-15) and waits for your response.
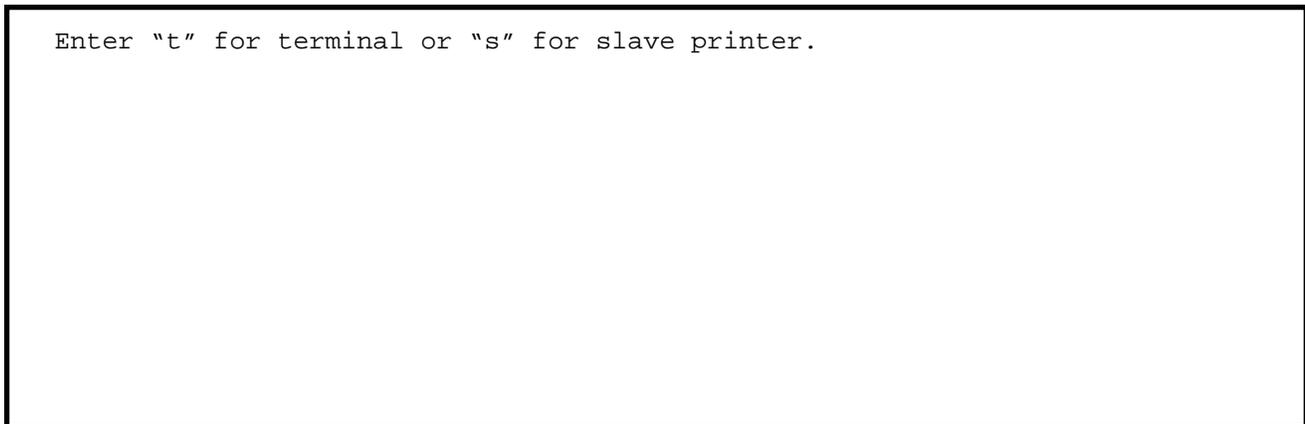
```
 Enter "t" for terminal or "s" for slave printer.
```

Figure 4-15. DAISY Question Screen

3. Type your response.
   If you want the list displayed, type **T**.
   If you want to print the list, type **S**.

4. Press [Enter].
   DAISY either displays or prints the MILSTRIP DRMO Daily Transactions Listing (Figure 4-16).

```
udrp6800.003                          DAISY                           04/07/95
                      MILSTRIP DRMO DAILY TRANSACTIONS LISTING              8:53
Page 1

DIC      NSN          UI   QTY      RQN NO          DTID         DTE     UP
AF6 2630002426518    EA      9 W56HZV10505013   FE611210420324   103   36.35

AF6 6625010326914    EA      1 N6605190033586   FE202703390433   082   335.45
```

Figure 4-16. MILSTRIP DRMO Daily Transactions Listing

5. Type Q to leave the listing.
   DAISY displays a message "TO EXIT PRESS <RETURN>."

6. Press [Enter].